



### *How to Enroll in Classroom Training or Online Learning*

#### Training in the Commerce-wide Learning Center

The main Commerce-wide Learning Center is where you will find Commerce-wide training events. Courses and classes that you take at this level will be reflected on your transcript at the bureau level but may not show on **My Training Plan** at the bureau level.

#### ***Finding Training and Development Opportunities***

1. Employees are required to discuss training and development opportunities with their supervisors and obtain permission to participate.
2. You can find Commerce-wide training events in the Commerce-wide Learning Center by clicking on the **Training and Development Opportunities** button.
3. This will open the Training and Development page. You will see the categories listed. Click on the category for the class that you want to take.
4. Click on the name of the class to review the description and prerequisites.

#### ***Enrolling in a Class***

1. Click on the **Enroll** button to register for the class.
2. You will receive an email from [CLCsupport@doc.gov](mailto:CLCsupport@doc.gov) giving your registration status (nominated, approved, denied, or waitlisted) for the class. The email may direct you to take further action, such as completing the SF-182 and routing it for approvals.
3. Once you are approved for the class, you will receive a meeting invitation to the class.
4. Click **Accept**. A window will pop up, asking if you want to include comments with your response.
5. Click **Don't send a response**. By doing this, the event will get added to your calendar with a reminder but will not send an email back to the Commerce Learning Center.

#### Training in the Commerce Learning Center at Your Bureau

When you click on the link that takes you to the Commerce Learning Center at your bureau, you will be taken to a page that has the same basic layout and items as the Commerce-wide Learning Center.

#### ***Finding Training and Development Opportunities***

1. When in the Commerce Learning Center at your bureau, the **Training and Development Opportunities** button changes to reflect the opportunities available for your specific bureau. When you click on this button, you will see training opportunities at the bureau level only. The process is the same as that used at the Commerce-wide Learning Center.
2. The main difference at the bureau level is that there are many online courses available that automatically launch in a pop-up window once you click on the link labeled **Click here to start this course**.
3. For enrollment in online courses, confirmation emails are not provided. Most online courses require you to complete the course with a score of 70% or higher to obtain completion status. Online courses in progress are restarted from your My Training Plan page. Completed online courses display on your **My Transcript** page.

<http://learning.doc.gov>

Department of Commerce  
Office of Training and Knowledge Management  
Office of the Secretary  
1401 Constitution Ave., NW  
Washington, DC 20230